TOWN OF MILTON

2006 MILTON TOWN COUNCIL PRIORITIZATION WORKSHOP WEDNESDAY, JANUARY 18, 2006

The 2006 Milton Town Council Prioritization Workshop was held at the Mariner Middle School, 16391 Harbeson Road.

6:00 – 8:00 PM – Workshop – Town Council and Manager

Mayor Bushey called the 2006 Prioritization Workshop to order at 6:00 PM.

PRESENT: Mayor John Bushey

Councilwoman Leah Betts Councilman Gene Dvornick Councilman Don Post

Councilman Noble Prettyman

Councilman John Frey

ABSENT: Councilwoman Ronda Melson

Other Present: Hal Godwin, Town Manager

Tim Willard, Attorney Greg Brown, Facilitator

Mayor Bushey asked for a moment of silent prayer followed by the Pledge of Allegiance.

Mayor Bushey turned the meeting over to Mr. Greg Brown, a resident of the Town of Milton, and tonight's facilitator.

Mr. Brown gave s synopsis of his background and explained the purpose of the workshop is to begin to work together with a clear vision, effective communication and enduring trust. The focus of the meeting is to:

- Find common and manageable goals for the year 2006, prioritize the goals
- Name the obstacles
- Strategize ways to get past the obstacles
- Decide who the key players should be in the total effort
- Agree on what is needed from all council members and staff and others to assure success

Mr. Brown felt that tonight's workshop was a start towards clarifying and prioritizing what Town Council Members want to tackle in 2006.

Town of Milton Town Council 2006 Prioritization Workshop January 18, 2006

Mr. Brown put together each of the Council Members list of six (6) top priorities for the Town of Milton, but before Mr. Brown began to share the priority list, he set the ground rules:

- Listen to what others want to own and claim
- Be respectful of one another
- Try to be concise
- Honor each other
- Asked that residents in attendance to simply listen and observe with no comment

Mr. Brown passed out the 2006 Priorities List, a copy of which is made part of the minutes. The list showed that Council Members have a tremendous amount of common ground to work with and an amazing unity of interest in the Town.

Priorities were by subject matter. The number listed next to the subject signifies the number of comments. Mr. Brown asked Council Members to look at the list and keep in mind "Do you see things that are down on paper now that you had not thought of but as you look at them you really want to sign on to them, you like that priority, it was not your priority but you want to sign on to it," and 2—" as you look through the list does it jog your mind in such a way that you think, I forgot something and it is not here and I want to add it".

Items discussed

Referendum - put several projects on referendum i.e. sewer plant, new town hall, land acquisition

Need costs of each item to be placed on referendum

Exhaust all other financial venues before going to referendum

Council strategic direction - Utilization of Town staff as efficiently as possible

Adhere to the budget – fiscal responsibility

Evaluate the use of the existing sewer plant or look at a new plant

Controlled growth requires new zoning and planning

All Council members present felt the priorities as listed were accurate

Sewage Treatment Plant

Mr. Brown asked Council "How do you begin to achieve what is listed as priorities under this project?"

Secure finances to build new plant. Determine actual costs, land location, infrastructure costs before further annexation

Assemble the costs - have a good baseline to open the door to State political backing Look for grants, other financial resources, diversify the funding portfolio, approach State Legislators for funds, Sussex County Officials' interest will add to horsepower in getting funding from the State

Educate the public

Engage professionals – Bond Council, engineer to give Council Members good advise and options to make sure Council Members can make good educated decisions

Referendum is the maximum amount needed but you exhaust other sources of funding first and then tap the bond proceeds as needed.

More detailed information and communication is needed between Council and the Town Manager

Council to hold more frequent workshops, have more structured presentation for the public as Council gathers more information and listen to residents concerns, input.

Have more than one Council meeting a month

Open communications with public and County

Continue to invite Planning & Zoning Committee and Board of Adjustment to workshops

Plan for Controlled Development

Mr. Brown asked how Council would prioritize what they have done and what is most important about this focus area.

Upgrade rates, impact fees by identifying parcels within the expansion zone i.e. zoning – residential / commercial

Set of standards for zoning. Need a grasp of what Council wants the town land to look like. Having the detail and take the time to put the ordinances and zoning together and enforce is the key.

Mr. Brown asked how the sense of unity could be achieved.

Educate the Planning & Zoning Committee and Board of Adjustment

Have design guidelines and standards that developers have to adhere to. Council requested that a copy of Georgetown's Design Guidelines and Standards be obtained.

The character of the Town as a historic town should be included in the esthetics and and details of planning.

Consensus of Council is to look at what other towns have done, piggyback off of what other towns have done to help Council move forward with their plans.

Key is linking Council, Planning & Zoning and Board of Adjustment

Town Hall and Police

Mr. Brown stated that the priority list seemed to denote a logistical problem or building problem with varying solutions.

Council has made a decision but needs to move forward.

Need to agree on a price, engage a site engineer and architect, and hold a public meeting

Town Center

Town Center is the nucleus of the Town.

Creativity and working with the property owners links back to working with the Planning & Zoning Committee and Board of Adjustment so the character of the Town of Milton is maintained.

Have a professional Study of Small Town Downtown done. The study would tell Council what is needed to make the Town Center as alive as it can be.

By becoming a member of the National League of Cities, \$7,500 will be taken off the study.

Town Charter

Town Charter should be revised

Need community input

Delegate outside professionals to help with revisions through the University of Delaware

Committee of Town People to review Charter and make recommendations Hold workshops to get input

Come up with a system to provide ongoing evaluation of ordinances

Charter, ordinances and zoning ordinances are three different tasks

Special Needs

Senior Center with a staff and programs Youth Center Find out how the developers can help

Administering the Town

More meetings Better communication More detail from Town Manager Delegate work to professionals

Mr. Brown summarized the bulk of responses to the list of priorities as:

"In the face of coming growth, we need to work more effectively with one another. We need to be inclusive. We need to keep everyone included in the agenda before us. We need to remain positive, uplifting and supportive of one another. We need to be unified. We need to take seriously the requirements for a more complex staffing reality and the accountabilities therein. We need to be clear in our policies so that all – council and staff and committees – work together cohesively. We need to keep clear records and pay attention to detail so that we are able to document our decisions and actions. We need to be accessible and receptive to the input of our community from whom we draw our ultimate strength and to whom we owe our ultimate accountability."

Mr. Brown felt that the two hours have been helpful. The Council has a tremendous amount of common ground, and the format helped Council to work collaboratively.

8:00 PM - Mr. Brown turned the workshop over to Mayor Bushey.

PRESENT: PLANNING & ZONING COMMITTEE

Linda Rogers Richard Greig Michael Filicko Dennis Hughes Dean Sherman Carol Bruce Bernice Edwards

BOARD OF ADJUSTMENT

John Collier Marion Jones Larry Savage Joan Martin-Brown Paul Camenisch Matt Dotterer

ABSENT: Jackie Artis

Mayor Bushey explained that the workshop was called to try to bring the Planning & Zoning Committee and the Board of Adjustment and Council on the same page for common goals and make a better Town of Milton. He summarized what Council members had previously discussed during their 6-8 pm workshop.

Tim Willard, Town Attorney, explained that Georgetown has adopted Design Guidelines and Standards that developers have to adhere to. Council requested that a copy of Georgetown's guidelines be obtained to circulate among the Council, Planning & Zoning Committee, and the Board of Adjustment.

What direction does Planning & Zoning / Board of Adjustment need from Council?

Need direct communication and guidance from Council

Communicate in writing examples of what Council would like regarding planning & zoning

Ordinances should reflect the way Council wants the town to grow

Present ordinances do not give the authority to ask for the wants of Council and Planning & Zoning Committee

Council should review preliminary and final development plans and make recommendations to Planning & Zoning or Board of Adjustment.

Planning & Zoning and Board of Adjustment should also make their recommendation to Council.

New members should be interviewed by Council

Orientation package for new members

Communicate with residents. Ad Hoc Committees

Challenge for new members - focus on land use issues and separate humanity from what the ordinance states

Need to provide for green space in developments

Density standards

Get help from legal experts to help rewrite the ordinances or a liaison to help

Solid unified vision is important. With a solid vision you feel that everything is in place and feel more secure about decisions that are made

Address the ordinance dealing with street widths

Should be proud of what is given approval

Plan for growth – collect enough development fees / impact fees for reserve

Possible RFP for developers

Meet twice a year with one specific theme

Visual Preference Study

Address the sidewalk / curb issues

Mayor Bushey adjourned the workshop at 9:00 PM

Respectfully submitted.

Pat Feeney

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